TASK ORDER NO.1 to ARCHITECTING SERVICES AGREEMENT CITY OF NEWPORT NEWPORT MUNICIPAL AIRPORT

TASK ORDER #1: FBO ROOF REPLACEMENT

Included herein is TASK ORDER NO.1 to the ARCHITECTURAL Services Agreement dated 16 April, 2014, hereinafter called Agreement, between the CITY OF NEWPORT, (OWNER) and HGE, INC., (ARCHITECT).

The work for this Project hereinafter called (PROJECT) will include:

- 1. Preliminary Design Work
- 2. Construction Documents
- 3. Bidding / Negotiation Phase
- 4. Construction Administration

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties mutually agree as follows:

A. SCOPE OF SERVICES

OWNER agrees to utilize the services of ARCHITECT and ARCHITECT agrees to perform the following ARCHITECTURE services to the PROJECT.

- ARCHITECT shall prepare contract documents including construction drawings, specifications, invitation to bid, and related contract forms for the Project described above. ARCHITECT shall also provide opinions of construction costs. The final drawing and specifications shall be approved by the OWNER prior to advertisement for bid. The Scope of Services for this Project is further defined in Exhibit A.
- 2. ARCHITECT shall assist OWNER with bidding and construction management services as further defined in Exhibit A.

B. OWNER'S RESPONSIBILITIES

1. OWNER shall pay publishing costs for advertisement of notices, public hearings, requests for bids, and other similar items.

C. COMPENSATION

 OWNER shall pay ARCHITECT for ARCHITECTURE DESIGN SERVICES and SERVICES DURING CONSTRUCTION as described in Exhibit A according to the labor rates shown in Exhibit B. The not-to-exceed total cost for these services is Thirty Thousand Three Hundred Eighty-Six Dollars (\$30,386). 2. Any amount over the maximum estimated cost for the services as set forth in Item C-1, as described in Exhibit A, because of scope of Work changes will be negotiated and agreed upon between OWNER and ARCHITECT in writing prior to beginning of additional work.

D. MISCELLANEOUS

All terms and conditions of the AGREEMENT apply to this Task Order as though fully set forth therein.

The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No.4.

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Ву:

Date: 05/13/14

HGE, INC.

Title: Joseph A. Slack, President/Principal

Date: 05/13/2014

EXHIBIT A To TASK ORDER NO.1

CITY OF NEWPORTNEWPORT MUNICIPAL AIRPORT: FBO ROOF REPAIR

SCOPE OFWORK: ARCHITECTURE DESIGN SERVICES & SERVICES DURING CONSTRUCTON

ARCHITECT-PROVIDED SERVICES

1. Preliminary Design

- a. Site meeting to look at roofs and discuss existing problems
- b. Develop roofing systems options; potential alternate bids; write construction scope of work.
- c. Develop preliminary cost estimates for various roofing system options and review with Owner.
- d. Determine roofing details necessary based on selected roofing system.

2. Construction Documents

- a. Graphic documentation of the various roofs that are in the project scope.
- b. Design and drawing of necessary roofing details.
- c. Production of construction specifications.

3. Bidding / Negotiation Phase

- a. Plan Pre-bid Walk Through
- b. Distribute Construction Documents
- c. Answer contractor questions
- d. Write any needed addendum
- e. Attend bid opening
- f. Issuing award of project and notice to proceed.

4. Construction Administration

- a. Make project site visits during construction to ensure adherence to construction documents
- b. Answer contractor questions regarding the project.
- c. Process pay requests and wage rate documents.
- d. Conduct project close-out including manufacturers roofing warranty.

ASSUMPTIONS

1.	It is anticipated that the selected contractor will be awarded the construction contract by the								
	OWNER and provide adequate lead time for submittal appro	oval prior to Notice to Proceed							
	(NTP) with construction.								
2.	Once NTP is given, the Contractor will havework.	_ calendar days to complete all							
3.	Periodic site observation by the Engineer is assumed to be _ hours each.	visits at							
	nours each.								

NEWPORT MUNICIPAL AIRPORT ROOF REPLACEMENT PROJECTS CITY OF NEWPORT

WORK TASKS - FBO Building and T-Hangar Building Rehab Work

		HOURLY RATE ESTIMATES - MAXIMUM NOT-TO-EXCEED																
			HGE DCI - Structural Engine								neer							
		Principal Architect		Project Architect			Drafting Tech		Staff Editor		Principal Engineer		enior gineer	Tech. Designer		Clerical		COST PER PHASE
Preliminary Design	Site meeting to look at roofs, discuss existing problems, develop various roofing systems options, potential alternate bids and determine scope of work. Develop preliminary cost estimates for various roofing system options and review with Owner. Determine roofing details necessary based on selected roofing system.	\$	125 8	•	89 16		77	\$	58	\$	200	\$	140 12	\$	90 2	\$	40 1	
	PD Phase Sub-total	\$	1,000	\$	1,424	\$	-	\$	-	\$	-	\$	1,680	\$	180	\$	40	\$ 4,324
Construction Documents	Graphic documentation of the various roofs that are in the project scope. Design and drawing of necessary roofing details. Production of construction specifications.		20		80				16		1		16		32			
Bidding / Negotiation Phase	CD Phase Sub-total Pre-bid walk through, distribution of Construction Documents, answering contractor questions regarding the project, issuing of any addendum, bid opening, issuing award of project and notice to proceed.		2,500 8		7,120 16		•	\$	928	\$	200	\$	2,240 2	\$ 2,	880	\$	•	\$ 15,868
Construction Administration	Bidding Phase Sub-total Make project site visits at various times during construction to ensure that construction documents are being adhered to Answer contractor questions regarding the project. Process pay requests and wage rate documents. Conduct project close-out including manufacturers roofing warranty.		1,000 12		1,424 50		-	\$	-	\$	-	\$	280 6	\$	- 6	\$	4	\$ 2,704
	CA Phase Sub-total Hours Sub-total Total Fee Sub-total Administration Fee for Sub-consultant Increase insurance coverage expense	\$ \$	·	<u> </u>	4,450 14,418		-	\$	928	\$	200	\$	5,040		540 600		200	\$ 7,490 \$ 30,386 TOTAL